

Terms of Reference

Aboriginal Advisory Committee

Version 1.0

Adopted by Council at its meeting on 19 September 2013

Minute No: 597

Division:	Community and Natural Resources
Section:	Community and Cultural Services
File Reference:	N/A
Historical Reference:	N/A

THIS PAGE IS BLANK

1. Objective

The primary objective of the Committee is to provide advice to Council in order to encourage and facilitate the development of the Tweed Aboriginal and Torres Strait Islander Community in the Tweed Shire.

2. Memberships and Composition

2.1 Membership of the Committee shall consist of a maximum eight (8) members including:

- One (1) Representative from Tweed Byron Local Aboriginal Land Council
- One (1) Representative from Tweed Wollumbin Aboriginal Education Consultative Group
- One (1) Representative from Tweed Aboriginal Corporation for Sport
- One (1) Representative from Tweed Aboriginal Co-op
- One (1) Representative from Bundjalung Aboriginal Home Care
- One (1) Representative from Canowindra – Cedric House
- One (1) Representative from Bugalwena Aboriginal Health Services
- One (1) Representative from elected Council

Each organisation will nominate two (2) alternate delegates.

Councillor members will be appointed by Council for the term of Council.
plus

Two (2) Council Staff – Manager Community and Cultural Services or nominee and Community Development Officer - Aboriginal, who shall provide support and advice to the Committee as required but will hold no voting rights.

2.2 The Community Development Officer - Aboriginal shall work with the Committee to assist it to carry out its advisory function and reports directly to the Community Services Coordinator.

2.3 The composition of the Committee shall also aim to reflect the demographic make-up of the local community.

3. Selection

Selection of Committee members is to be based on the following considerations:

Members will need to be:

- Active and acknowledged members of the Tweed Aboriginal and Torres Strait Islander Community.
- Willing to work with a diverse range of people and work towards the development of common goals.
- Residents of the Tweed Shire.
- Nominated by the relevant groups.

4. Terms of Reference

- 4.1** The primary objective of the Committee is to provide advice to Council in order to encourage and facilitate the development of the Tweed Aboriginal and Torres Strait Islander Community in the Tweed Shire.
- 4.2** In furtherance of this objective the Committee shall:
- 4.2.1** Act as a consultative Committee for Council's Tweed Aboriginal and Torres Strait Islander Community development function
 - 4.2.2** Contribute to the development of a cooperative vision for the Shire.
 - 4.2.3** Demonstrate leadership to emphasise the economic and social value of the Tweed Aboriginal and Torres Strait Islander Community in the Tweed Shire.
 - 4.2.4** Provide a forum for ideas and discussions on a wide range of issues, especially those affecting the Tweed Aboriginal and Torres Strait Islander Community.
 - 4.2.5** Foster strategic partnerships for community development, and
 - 4.2.6** Contribute to the development of strategic policies and plans.

5. Terms of Membership

The life of the Committee will be for the term of Council. Following Council general elections Committee membership shall be reviewed and new nominations called for all positions. Existing members shall be eligible to re-nominate in writing. Following receipt of nominations Council will appoint the new Committee.

6. Election of Chairperson and Officers

- 6.1** The Committee shall elect a Chairperson to preside at each meeting.
- 6.2** The Community Development Officer - Aboriginal will undertake the duties of Minute's Secretary. The Committee however, may from time to time co-opt a Minute's Secretary who is not necessarily a member of the Committee to document the Minutes in the absence of the Community Development Officer - Aboriginal.
- 6.3** The Committee shall have the power to invite members of the public with special expertise to attend meetings.
- 6.4** However such persons shall not be entitled to vote in respect of any issue before the Committee.
- 6.5** The Committee shall have the power to convene Working Groups consisting of Committee members and co-opted members of the public with relevant and/or specific expertise on topics of interest to the Committee.

7. Meetings

- 7.1** Meetings of the Committee shall be held monthly and at such time and place as the Committee sees fit. The minutes of the meetings shall identify the month, date, time and place of the next meeting.
- 7.2** At least seven (7) days notice shall be given to members of the agenda, time and place of a meeting, however the Chair shall have the right to call a Special Meeting at any time he/she deems fit provided a period of seven (7) days notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting, have been complied with.
- 7.3** A quorum at any meeting of the Committee shall comprise five (5) members.
- 7.4** Minutes of the Committee's deliberations and its recommendations shall be made available to Council at the earliest opportunity after any meeting of the Committee.

8. Sub-Committees

- 8.1** Sub-Committees may be established to address issues clearly identified by the Committee.

9. Termination of Membership

- 9.1** Membership of the Committee will be terminated automatically after a member's absence from three consecutive meetings without apologies.
- 9.2** Members will be expected to attend a minimum of 50% of Ordinary Meetings during each calendar year being six (6) in total.

10. Disorder in Committee Meeting

- 10.1** The provisions of the Code of Conduct and meeting procedure relating to the maintenance of order in Council meetings also apply to Council committee meetings.
- 10.2** If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council, may remove the person from, and, if necessary, restrain the person from re-entering the meeting.

11. Alteration of Terms of Reference and Operating Guideline

- 11.1** The Terms of Reference may be altered or amended by Council on the recommendation of the Committee at any ordinary meeting provided due notice is given (refer to 7.2).